WE Stand Together with HIGH Expectations

On Time Prepared
Responsible Respectful
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Dear Students and Parents:

On behalf of the Western Hills University High School, I welcome you to the 2022-23 school year! We look forward to a productive partnership with you to ensure your child can achieve their highest potential. We recognize that to be successful in school, your child will need support from home and school. My staff and I would like to establish a strong partnership with you this year. We ask that you guide and support your child’s learning by ensuring that they:

1. Attend school daily and arrive on time, ready for the day's learning experience.
2. Complete all homework assignments given by teachers.
3. Read daily to develop a love for reading and to improve literacy skills.
4. Share school experiences with you, so you know about their school life.
5. Inform you if they need additional support in any area or subject.
6. Communicate any issues ahead of time so that we can help resolve issues quickly.

Please consider joining our school volunteer program, as our students can greatly benefit from your involvement and contributions to the school's program and operations. We seek volunteers to help us with the following activities:

1. Instructional Leadership Team (ILT)
2. Local Decision Making Committee (LSDMC)
3. School-wide athletic and school events
4. Student recognition events
5. Parent-Teacher Organization
6. And outreach and recruitment of parent and community volunteers.

Please take the time to review the Student Handbook with your child. If you have any questions about the rules and expectations, don't hesitate to contact my assistant principals or me. I want you and your child to be fully aware of standards related to appropriate behavior to ensure a safe and productive school year. We thank you for your support and look forward to working with you and your child.

Sincerely,

Dr. Carlos Blair, Principal
Western Hills University High School
VISION STATEMENT
Western Hills High School develops lifelong learners who contribute to their community through confidence, and creativity.

MISSION STATEMENT
The mission of the Cincinnati Public Schools is to educate all students to meet or exceed the district’s defined academic standards.

CORE VALUES

Collaboration - We value a collaborative community that promotes balance, consistency, accountability, and leadership.

Empathy – We value a passion for learning that requires understanding others' perspectives and showing grace through humor and flexibility.

Equity - We value equity over equality by providing all students with what they need to succeed. This mutual trust creates a strong sense of security and autonomy.

Relationships – We value the development of positive relationships that foster growth and success.

Respect – We value respect by creating a resilient culture where students care for themselves and others.

GRAD CINCINNATI
The Western Hills University High School is a ‘school of choice’ high school in Cincinnati Public Schools dedicated to the GRAD Cincinnati program. The mission of GRAD Cincinnati is to ensure a quality public education for all children in economically disadvantaged communities, so that the high school graduation rate increases and graduates are prepared to enter and graduate from college.

TRAUMA SENSITIVE SCHOOL
As a Trauma Sensitive school we seek to foster a safe, positive, healthy, and inclusive learning environment that enables students to develop positive relationships with adults and peers. Helping students regulate their emotions and behavior will achieve academic and non-academic success in school. School staff and students will strive to use positive behavioral approaches that will reduce disciplinary action.

HIGH SCHOOLS THAT WORK (HSTW)
Western Hills University High School is a partner with HSTW. Together we use research-proven strategies to help our high school transform into a place where all students achieve at high levels.

STUDENT RESPONSIBILITIES
Students are expected to make school their top priority. They are expected to:

1. Attend class daily, prepared and on time
2. Complete and submit all assignments
3. Behave in a safe and orderly manner by following all class and school rules
4. Work to one’s maximum potential in all courses
5. Develop a sense of respect for self and others
6. Exercise academic and social honesty and integrity
7. Report bullying by informing an adult

PARENT RESPONSIBILITIES
Parents are expected to make their child’s education a top priority. Parents are expected to:

1. Send their child to school every day on time
2. Encourage their child’s to complete all school assignments to their maximum potential
3. Provide their child with needed school supplies
4. Attend parent-teacher conferences and Open Houses
5. Support the schools effort to educate their child
6. Request make-up work whenever their child is absent
7. Update contact information regularly
8. Call to make appointments to meet with teachers/academic teams

STAFF RESPONSIBILITIES
Staff members are expected to make each student’s education a top priority and to help each student do their best. They are expected to:

1. Provide a safe, orderly, and engaging learning environment
2. Fairly and consistently enforce district, school, team, and classroom policies
3. Provide classroom activities that align with state and district standards
4. Provide parents and students with positive feedback and encouragement about student progress through consistent communication
5. Provide make-up work for absent students upon their return
6. Be active members in the Western Hills University High School community
## Academics

### COURSE OF STUDY FOR 9-12TH GRADES

Subject to change per District/State requirements

<table>
<thead>
<tr>
<th></th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English (4)</strong></td>
<td>English 9</td>
<td>English 10</td>
<td>English 11</td>
<td>English 12</td>
</tr>
<tr>
<td><strong>Math (4)</strong></td>
<td>Algebra 1</td>
<td>Geometry</td>
<td>Algebra 2</td>
<td>Pre-Calculus Statistics</td>
</tr>
<tr>
<td><strong>Science (3)</strong></td>
<td>Biology</td>
<td>Biology</td>
<td>Zoology or Chemistry</td>
<td>Anatomy/Physiology</td>
</tr>
<tr>
<td><strong>Social Studies (3)</strong></td>
<td>Modern History</td>
<td>American History</td>
<td>American Government</td>
<td>College Seminar</td>
</tr>
<tr>
<td><strong>Required Courses</strong></td>
<td>Physical Education Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>African American History</td>
<td>Band</td>
<td>General Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anatomy/Physiology</td>
<td></td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College Seminar</td>
<td></td>
<td>Music Appreciation</td>
<td></td>
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<tr>
<td></td>
<td>Dance</td>
<td></td>
<td>Personal Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drama</td>
<td></td>
<td>Spanish (I, II, III)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Art (I, II, III)</td>
<td></td>
<td>Drum Set</td>
<td></td>
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<tr>
<td></td>
<td>Choir</td>
<td></td>
<td>Creative Writing</td>
<td></td>
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<tr>
<td></td>
<td>Yearbook</td>
<td></td>
<td>Algebra Companion</td>
<td></td>
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<tr>
<td></td>
<td>English Companion</td>
<td></td>
<td>News Writing</td>
<td></td>
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<tr>
<td></td>
<td>Microsoft Office Excel</td>
<td></td>
<td>Jobs for Cincinnati Grads</td>
<td></td>
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<tr>
<td></td>
<td>and Work Read</td>
<td></td>
<td>EMT</td>
<td></td>
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<tr>
<td></td>
<td>Fire Fighting I and II</td>
<td></td>
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</tr>
</tbody>
</table>
COURSE OF STUDY FOR 7TH & 8TH GRADE

<table>
<thead>
<tr>
<th></th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (2)</td>
<td>English 7</td>
<td>English 8</td>
</tr>
<tr>
<td>Math (2)</td>
<td>Math 7</td>
<td>Math 8</td>
</tr>
<tr>
<td>Science (2)</td>
<td>Science 7</td>
<td>Science 8</td>
</tr>
<tr>
<td>Social Studies (2)</td>
<td>Social Studies 7</td>
<td>Social Studies 8</td>
</tr>
<tr>
<td>Required Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>Choir</td>
<td>PE</td>
</tr>
<tr>
<td></td>
<td>Band</td>
<td>Choir</td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td>Band</td>
</tr>
</tbody>
</table>

HIGH SCHOOL GRADE PROMOTION

Students entering Western Hills University High School must meet the following promotion requirements:

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Class Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>Grade 09</td>
</tr>
<tr>
<td>5.01 to 10.00</td>
<td>Grade 10</td>
</tr>
<tr>
<td>10.01 to 15.50</td>
<td>Grade 11</td>
</tr>
<tr>
<td>15.51 and above</td>
<td>Grade 12</td>
</tr>
</tbody>
</table>

MIDDLE SCHOOL GRADE PROMOTION

GRADUATION REQUIREMENTS

To receive a diploma from Western Hills University High School a student must accumulate a minimum number of 20 credits and 18 points on seven end-of-course state tests.

The required breakdown of number of credits must be the following:

- 4 credits English
- 4 credits Math
- 3 credits Science
- 3 credits Social Studies
- .5 credits Physical Education
- .5 Health
- 1 Fine Arts
- 4 Electives
The required 18 points* for the end-of year course EOC tests are as follows:

- English I
- Algebra I
- American Government
- Biology
- English II
- Geometry
- American History

**Graduation Pathways**

Ohio’s High School Graduation Requirements

Classes of 2023 and Beyond. There are three additional options in which to receive your high school diploma.

**Option 1.**

Demonstrate Two Career-Focused Activities*:

- Foundational Proficient scores on WebXams
- A 12-point industry credential
- A pre-apprenticeship or acceptance into an approved apprenticeship program

**Supporting**

- Work-based learning
- Earn the required score on WorkKeys
- Earn the OhioMeansJobs Readiness Seal

**Option 2.**

Complete College Coursework

- Earn credit for one college-level math and/or college-level English course through Ohio’s free College Credit Plus program.

**Option 3.**

Enlist in the Military

- Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
Military Enlistment Seal (Ohio)
Citizenship Seal (Ohio)
Science Seal (Ohio)
Honors Diploma Seal (Ohio)
Seal of Biliteracy (Ohio)
Technology Seal (Ohio)
Community Service Seal (Local)
Fine and Performing Arts Seal (Local)
Student Engagement Seal (Local)

ACADEMIC REPORTS
Mid-Term reports are mailed home halfway through each quarter and report cards are mailed home at the end of each quarter. Final report cards can be held for all students who have outstanding financial obligations, including annual instructional fees.

COURSES FOR COLLEGE CREDIT
English 12 Dual Enrollment (College English 101)  Anatomy/Physiology

AP COURSES
AP Psychology  AP English Language and Composition
AP Statistics  AP Human Geography
AP Environmental Science  EMT Class

*Grading and attendance policies are different from WHUHS policies due to being a college course. See the courses’ syllabus for details.

DAISY CHAIN AND ARISTO/PAIDH
These two honor organizations are comprised of students in the junior class who have at least a 3.3 weighted cumulative average and No Grade of F in their junior year. They serve at the Cum Laude tea, lead the Class Day procession, participate in and assist with graduation ceremonies. Participation can be reviewed by the administration and the Principal has the final say.

GRADUATION CEREMONY
In order to participate in the Graduation Ceremony, Board policy requires that a student must have 1) passed all AIR Tests required for graduation or have meet the required pathways, 2) accrued the required number of Carnegie units of credit, 3) paid all outstanding financial obligations, and 4) attend required graduation practice.

The Graduation Ceremony is a formal event. Students will be informed about cap and gown purchases and all graduation procedures.

Students from other programs (i.e. -Virtual) will not be permitted to participate in the graduation ceremony. Students transferring from other schools after the start of the 4th quarter will be considered on a case by case basis.

GRAD CINCINNATI SCHOLARSHIP
Students must successfully complete the graduation requirements for Western Hills University High School AND have attended and successfully completed the following:
Two of the three Summer Institutes
Maintain a minimum cumulative grade point average of 2.7
Must take the PSAT AND ACT or SAT college entrance exams

It is each student’s responsibility to meet regularly with their School Facilitator, College Readiness Coordinator, and Team Leader to maintain a record of credits earned toward graduation requirements.

HONOR ROLLS
“A” Honors reflects a 4.0 or better GPA. “A” Average is a 3.5-3.9 GPA. “B” Average is a 3.0-3.5 GPA. A grade of “D” or “F” in any subject will make a student ineligible for honor roll. Weighted versus unweighted courses are calculated differently.

MAKE-UP WORK
Students are required to complete work missed due to class absence. It is the student’s responsibility to secure missing assignments from teachers upon returning to school. Completing missing assignments may require time before and after school. Students or parents should check under Parent/Student Access in PowerSchool and/or log into Schoology to see what assignments have been missed. You may also email your teachers from PowerSchool.

NATIONAL HONOR SOCIETY
The primary purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate the desire to render service, to promote worthy leadership, and encourage the development of character.
Candidates must have an unweighted minimum 3.4 grade point average. They must demonstrate the following ideals: Service to school and community, active leadership, and exemplary character.

SCHOOLWORK
The timely completion of class and homework assignments is critical to the academic success of each student.

Parents are requested to check PowerSchool, Schoology or contact their child’s teacher if their child indicates no homework is being assigned. This will enable parents and teachers to work cooperatively to ensure that all students are completing homework assignments.

TEACHER HELP SESSIONS
Western Hills is proud to offer academic assistance to all students. Students may schedule times with teachers to receive additional instruction before school or after school.

TOP TEN PERCENT OF SENIOR CLASS
After seven semesters of high school credit, that is; at the end of the first semester of 12th grade, potential graduates are ranked in order by weighted GPAs from highest to lowest. The number of students in the Top Ten Percent will be computed as 10% of the total number of potential graduates after 7 semesters. Membership in the top 10% is contingent upon successful completion of all courses during the second semester of the senior year. A student may be removed from the top 10% for failing to successfully complete the second semester of the senior year. The student with the highest weighted GPA is the valedictorian and the student with the second highest weighted GPA is the salutatorian.

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for five (5) consecutive semesters prior to the final semester utilized for purposes of determining such honors. (Board Policy 5430- Class Rank)
II.

General Information

ABSENCE

Parents must notify the school at 363-8905 each day their child is absent.

On the day that the student returns to school, he/she must present a parent note with a phone number where the parent can be contacted in order for an absence to be excused or an official medical note can be provided from the physician/dentist. Those notes can be turned in at the South Office.

Students are required by state law to attend school daily unless absent due to religious holiday, illness, death in immediate family, or other reason approved by the principal. Unexcused or excessive absences adversely affect the student’s learning.

Parents will find your child’s attendance information on Powerschool. Contact the main office at 363-8900 for login information or go to https://powerschool.cps-k12.org.

AFTER-SCHOOL ACTIVITIES

In order to insure safety and security for all, any student staying after school must report by 3:10 – 3:15 p.m. to designated locations. Any student staying after school must be under the direct supervision of a staff member.

CALMING ROOM

The Calming Room offers a safe place for students to de-escalate during the school day and allows them the ability to return to class in a timely manner. The purpose of the Calming Room is not exclusion or punishment. Rather, it is a proactive space to help students calm down and begin using self-regulation skills and return to class. Students are provided with tools and strategies that will help improve self-regulation skills, and if needed, referral(s) for additional support. The Calming Room option should be used after all other classroom management interventions have been exhausted. The Calming Room is meant to be used prior to peak escalations for refocusing, de-escalating, or stabilizing emotions.

Staff specifically trained in de-escalation techniques will manage the Calming Room. Security will come to the classroom and escort the student to the Calming Room.
CELEBRATIONS/BIRTHDAYS

Celebrations must not disrupt the daily routines of the school building. Students cannot bring in baked goods, and balloons (etc.) to school. Parents may not drop these items off for their students. In either case these items will be held in the office until the end of the school day and students can pick these items up at dismissal. Students that violate this policy will receive consequences according to the Student Code of Conduct.

CELL PHONE/ELECTRONICS POLICY

Students are only permitted to use cell phones and mobile communication devices in the cafeteria during lunch and in the waiting areas before the start of school. Use of such devices during classes will be based on teacher discretion. Any violations of this policy can result in consequences.

Headphones can be used in the cafeteria or when given teacher permission during class. Headphones are not to be worn when entering the building, at dismissal time or in the hallway when switching classes due to safety reasons. Students are responsible for securing and monitoring their cell phones. Staff and teachers are not responsible for lost or stolen phones.

**Staff will only conduct searches for phones stolen from a student's assigned locked locker.**

**If a parent needs to reach their student, please contact the attendance office at 363-8905.**

Use of such devices in classrooms will be based on teacher discretion and violations can result in the following consequences:

I. Verbal Warning  (Teachers will log warning in PowerSchool)

II. DT and Parent Contact (Document in Log Entry in PowerSchool)

III. Administrator and Team Involvement (3rd Violation Administration gives a consequence)

IV. Consequences for Severe Cell Phone Violations will be Administered Per The CPS Code of Conduct (Further disciplinary action can occur if behavior continues)

V. Possible Incentives: Per Team, With Administration Approval

DRESS CODE POLICY

- **Administration has the final decision if there is a dress code issue**
- All students must enter the building in dress code and remain in dress code during school hours.
- Clothes that have obscene, inflammatory remarks, racial slurs, depictions of alcohol/ drugs or any violation as detailed in the Student Code of Conduct are not allowed to be worn
- Shorts and skirts must be past mid-thigh
- See through clothing or clothing that is revealing, or allows undergarments to be seen are not permitted

*Students not in dress code may be sent to their administrator, to arrange for proper clothing. If arrangements can’t be made the student will not be allowed back to classes.*
<table>
<thead>
<tr>
<th><strong>Allowed</strong> Only items described below are acceptable dress code attire</th>
<th><strong>Not Allowed</strong> Items described below are not acceptable dress code attire</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts/Blouses</strong></td>
<td><strong>Shirts/Blouses</strong></td>
</tr>
<tr>
<td>● T-Shirts</td>
<td>● Sleeveless</td>
</tr>
<tr>
<td>● Long Sleeve shirts</td>
<td>● Spaghetti Straps/Tube tops/cut off</td>
</tr>
<tr>
<td>● Polo type shirts</td>
<td>● Shirts that are torn or have holes</td>
</tr>
<tr>
<td>● Button down shirts</td>
<td>● Tight fitting tops</td>
</tr>
<tr>
<td>● Spirit Wear</td>
<td>● Plunging neck lines</td>
</tr>
<tr>
<td><strong>Pants/Bottoms</strong> (must be worn at the waist)</td>
<td><strong>Pants/Bottoms</strong></td>
</tr>
<tr>
<td>● Dress Pants</td>
<td>● Rips or holes with exposed skin</td>
</tr>
<tr>
<td>● Jeans</td>
<td>● Sagging or dropping pants</td>
</tr>
<tr>
<td>● Sweat Pants</td>
<td>● Shorter length skirts or short shorts</td>
</tr>
<tr>
<td>● Dress Shorts/Skirts</td>
<td>● Excessively tight fitting</td>
</tr>
<tr>
<td>● Spirit wear</td>
<td>● Pajama pants</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td><strong>Shoes</strong></td>
</tr>
<tr>
<td>● Shoes must cover feet completely</td>
<td>● Shoes with wheels</td>
</tr>
<tr>
<td>● Athletic shoes are recommended</td>
<td>● Sandals, slippers, open toe shoes, slides</td>
</tr>
<tr>
<td><strong>Outerwear</strong></td>
<td><strong>Outerwear</strong></td>
</tr>
<tr>
<td>● Pullovers, sweaters and sweatshirts</td>
<td>● Hats and/or headgear including bonnets, bandanas, hoods and head wraps</td>
</tr>
<tr>
<td>● Spirit wear</td>
<td>● Blankets</td>
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<tr>
<td>● Lite Jackets</td>
<td></td>
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<tr>
<td>● Hoodies (hoods cannot be worn for safety reasons)</td>
<td></td>
</tr>
</tbody>
</table>

**EARLY DISMISSAL**

An “Early Excuse” will be issued upon parental verification. Students cannot be released without parental verification. Please keep in mind that school issued bus cards are only good during certain hours to and from school and TRANSPORTATION WILL NOT BE PROVIDED for any student that is released from school early. If your child needs to get home via Metro, they must pay full fare when leaving early during school hours. There will be no early release of students after 2:00.
ILLNESS DURING THE SCHOOL DAY

Students becoming ill during the school day should report to the School Health Assistant who will make the appropriate referral to the Health Clinic. Students with completed Health Clinic permissions papers and signed planner may be seen at the Health Clinic.

MEDICATION

School personnel are prohibited from dispensing any medication (including over the counter) unless the ‘Administration of Medication’ form is on file in the health clinic. Students with prescribed medication or medication authorized by a parent should take it to the health clinic for storage and safekeeping. Students may then return at assigned intervals to receive the appropriate dosage. A copy of the Board of Education Policy on dispensing medication is available in the office or health clinic.

METRO/YELLOW BUS

Western Hills University High School students are held to the same standard of behavior while riding the bus to and from school. Any student misbehavior associated with bus transportation may result in the school administering the appropriate consequences associated with the district code of conduct. Students may lose bus transportation privileges if behavior is inappropriate.

If you lose your bus pass, call Western Hills South Office at 363-8905. A fee will be charged for replacement cards.

LOCKERS

Student lockers must be secured with a combination lock, provided by the school, and the lock’s combination must be registered with the team leader. There will be a fee charged for replacement locks. As a security precaution, students should not give their combination to other students or use a locker other than the one assigned. The school is not responsible for lost or stolen items.

Lockers are school property. The school has the legal right to search a student’s locker. Security and administration are not required to conduct a search for stolen items from a locker without a lock.

OUTSIDE FOOD

Consume food or beverage only in the cafeteria during breakfast or lunch. No outside food can be dropped off for students. All outside food must be eaten prior to entering the building. Birthday cakes, cupcakes, brownies, and snacks (etc.) will be held in the office until dismissal time. Fast food will not be permitted in the building and students must consume these items outside of the building. Food ordered through DoorDash or GrubHub will be held in the office. Students may pick up their food at the end of the day.

Due to safety concerns of our students we are being cautious due to food allergies and other medical issues.

PUBLIC DISPLAYS OF AFFECTIONS

No Public Display of Affection during school hours – holding hands, kissing, arms around each other etc.

SELLING ITEMS

Selling any item on school grounds is prohibited unless participating in an authorized school fundraiser and approved by the administration.
SOCIAL SERVICES

WHUHS offers the following student social services - Administration, School Social Worker, School Psychologists, Mental Health Services, College Readiness Coordinator, Counselor, Resource Coordinator, and/or Academic Team.

Parents and/or students should contact the office at 363-8900 in order to schedule a conference to discuss any academic, personal, or social concern.

STUDENT INSTRUCTIONAL FEES

Each school year, parents are assessed a fee by the Cincinnati Board of Education to offset the cost for consumable instructional materials and supplies. **If these fees are not paid it may result in the student’s final report card being withheld and exclusion from extracurricular activities (i.e. Prom, graduation ceremony, senior retreat etc.).** Fees may be paid with cash or money orders. Students qualifying for free lunch may have fees waived for the current year, provided the proper Student Fee form is turned in during the current school year. All questions about student fees should be handled in the South Office.

TECHNOLOGY ACCEPTABLE USE POLICY:

Internet access to Western Hills University High School students is for educational purposes. Computers, other technology, and the Internet are only for educational use before, during, and after school. Any violation of district, school, or classroom policies governing computer, other technology, and internet use may result in student loss of access privileges and disciplinary action. All students are expected to sign an Acceptable Use Policy at the beginning of the school year.

Parents and Guardians of middle school students should consider retrieving school devices during established sleeping hours. This will help to ensure students proper rest and safety.

TELEPHONE MESSAGES

When leaving a message for a staff member, parents are asked to provide the following information: name (first and last), student’s name, telephone numbers (work and home), and the most convenient time to return your call.

Due to limited office personnel, only telephone messages of an urgent nature can be delivered. Parents are requested not to ask office personnel to deliver non-urgent messages to their students.

TEXTBOOKS/COMPUTERS

It is the student’s responsibility to care for textbooks/computers and to return them in the same condition as when issued. Students will be fined for damaged or lost books/computers.

TRUANCY/SKIPPING

Any student who is absent from class, without the knowledge and permission of their teacher, administrator or other staff member is considered to be skipping and subject to disciplinary action. No student is to leave the campus during the school day without authorization. This is a closed campus which means students cannot leave the building or campus without permission. **Students may not re-enter the building.**

Students with excessive absences, whether excused or unexcused, will be considered **habitually truant** if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in one school year.

Students who meet the criteria for habitually truant will be referred to court by the School Social Worker.
UNEXCUSED ABSENCE
Any unexcused absence (absent without school knowledge and consent) from school will warrant staff intervention. The school does not approve any student absence from school for “Senior Skip Day”, prom preparation, etc. Students are expected to attend each and every class each and every day.

VISITORS POLICY
Upon arrival at school, all visitors must report to the Main office and secure a visitor’s pass. Parents who wish to confer with any member(s) of the staff are required to schedule an appointment prior to reporting to school.
III.

Student Conduct

POSITIVE BEHAVIOR/INTERVENTION AND SUPPORTS (PBIS)

Western Hills University High School strives to provide a positive, safe, and nurturing learning environment. PBIS is a model to assist in these efforts. PBIS is a positive, proactive approach to dealing with behavior. The PBIS model addresses negative behavior outcomes systematically with school wide consistency, while reaching and modeling a positive replacement behavior. In this system, students are given a clear set of expectations based upon behavioral goals.

PBIS SCHOOL WIDE EXPECTATIONS

<table>
<thead>
<tr>
<th>Arrival and Dismissal</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Prepared/On Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Speak in appropriate tone and level</td>
<td>• Enter the building through designated areas</td>
<td>• Walk to and from bus/car slowly and carefully in a safe, timely manner</td>
</tr>
<tr>
<td></td>
<td>• Listen to and follow all adult directions with a positive attitude</td>
<td>• Report directly to assigned area</td>
<td>• Only remain on campus before/after school under staff supervision</td>
</tr>
<tr>
<td></td>
<td>• Remove headphones</td>
<td>• Ask permission to be anywhere within the building</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>• Wait patiently to enter the building.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Participate in all check in procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enter/Exit quietly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria: Breakfast/Lunch</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-----------------------------</td>
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<tr>
<td>• All food is to remain and be eaten in the cafeteria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Listen to and follow all adult directions with a positive attitude</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Make sure you clean up after yourself after eating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Leave your area clean for others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Walk at all times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clean up after self</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ask permission to be anywhere within the building (must have a hall pass)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Place all trash from lunch in the designated waste can.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sharing food is unnecessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Properly sanitize your hands before eating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Report to the cafeteria at your designated time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Have money ready when making purchases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Eat healthy food to strengthen our immune system</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hallways/Stairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Respect displays and other materials in the halls</td>
</tr>
<tr>
<td>• Respect classes that are in session</td>
</tr>
<tr>
<td>• Walk on the right side of the hall/stairs</td>
</tr>
<tr>
<td>• Avoid touching surfaces when walking in the hallways/stairs</td>
</tr>
<tr>
<td>• Try to not touch others</td>
</tr>
<tr>
<td>• Walk and continue moving at all times</td>
</tr>
<tr>
<td>• Request permission from an adult to move to a different location</td>
</tr>
<tr>
<td>• Have a pass to be in the hallway during class time</td>
</tr>
<tr>
<td>• Move directly from class to class during bell changes</td>
</tr>
<tr>
<td>• Ensure you have all materials for class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lockers</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use your locker quickly and quietly</td>
</tr>
<tr>
<td>• Be respectful of everyone’s personal space</td>
</tr>
<tr>
<td>• Use assigned locker <strong>only</strong></td>
</tr>
<tr>
<td>• Place belongings in locker prior to Bell 1 class</td>
</tr>
<tr>
<td>• Use locker before Bell 1 class, at lunch, and at dismissal</td>
</tr>
<tr>
<td>• Keep locker locked with approved lock</td>
</tr>
<tr>
<td>• Have extra supplies in your backpack</td>
</tr>
<tr>
<td>• Plan ahead for class, make sure you have all materials needed for instruction</td>
</tr>
<tr>
<td>• Place your backpack out of isles in the classroom</td>
</tr>
<tr>
<td>Restrooms</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>● Carry all belongings in a backpack.</td>
</tr>
<tr>
<td>● Only carry what you need in your backpack</td>
</tr>
<tr>
<td>● Always flush the toilet</td>
</tr>
<tr>
<td>● Always wash your hands</td>
</tr>
<tr>
<td>● Place all trash in garbage cans</td>
</tr>
<tr>
<td>● Wash your hands for at least 20 seconds</td>
</tr>
<tr>
<td>● When possible maintain social distancing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Classroom</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Respectful</strong></td>
<td><strong>Be Responsible</strong></td>
<td><strong>Be Prepared/On Time</strong></td>
</tr>
<tr>
<td>● Do your best</td>
<td>● Stop and think before you speak or act</td>
<td>● Bring all necessary materials to class</td>
</tr>
<tr>
<td>● Be polite to others</td>
<td>● Turn-in all required assignments</td>
<td>● Be on-time for every class, every day</td>
</tr>
<tr>
<td>● Allow others to learn</td>
<td>● Speak courteously to others</td>
<td>● Be ready to learn</td>
</tr>
<tr>
<td>● Take responsibility for own behaviors and consequences</td>
<td>● Follow classroom expectations/rules</td>
<td>● Use active listening skills</td>
</tr>
<tr>
<td>● Keep body to self</td>
<td>● Complete all assignments to the best of your ability</td>
<td>● Work collaboratively with others</td>
</tr>
<tr>
<td>● Respect school property, as well as the property of others</td>
<td>● Ask permission to be anywhere within the building (must have a hall pass)</td>
<td>● Make sure all electronic devices are turned-off when not in use</td>
</tr>
<tr>
<td>● Use school supplies for their intended purpose only</td>
<td></td>
<td>● Inform adult of problems or need for assistance</td>
</tr>
<tr>
<td>● Use appropriate words to solve conflicts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Always cover your mouth/nose when you sneeze or cough</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auditorium</th>
<th>Auditorium</th>
<th>Auditorium</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Sit in the area designated by your teacher for your class</td>
<td>● Walk using the path designated for your class</td>
<td>● Unless otherwise directed by an adult,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Office</td>
<td>Emergency Procedures</td>
<td>Events and Performances</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>• Be respectful to presenters/performers</td>
<td>• Always use a quiet voice, good manners, and positive attitude</td>
<td>• Always pay attention to presenters</td>
</tr>
<tr>
<td></td>
<td>• Do not make a mess in your area</td>
<td>• Politely ask permission to use the phone</td>
</tr>
<tr>
<td></td>
<td>• Turn off and put cell phones away</td>
<td>• Make all plans with family/guardians prior to arriving to school</td>
</tr>
<tr>
<td></td>
<td>keep all belongings in locker or classroom</td>
<td>• Always have a hall pass from a teacher or staff member stating why you are to be in the office</td>
</tr>
<tr>
<td></td>
<td>• Always use a quiet voice, good manners, and positive attitude</td>
<td>• Walk silently to assigned areas during an emergency</td>
</tr>
<tr>
<td></td>
<td>• Wait patiently for your turn</td>
<td>• Keep body to self</td>
</tr>
<tr>
<td></td>
<td>• Remain in the main office until given permission to enter other areas</td>
<td>• Listen to and obey all adult directions</td>
</tr>
<tr>
<td></td>
<td>• Politely ask permission to use the phone</td>
<td>• Follow all emergency procedures as practiced</td>
</tr>
<tr>
<td></td>
<td>• Always have a hall pass from a teacher or staff member stating why you are to be in the office</td>
<td>• Remain silent until instructions are given</td>
</tr>
</tbody>
</table>
STUDENT DISCIPLINE CONTINUUM
Student Discipline Continuum

Meg Groth | April 24, 2020

On track for graduation and career and college readiness

Low Performing Discipline Required

Struggling Discipline Required

Behaved

Successful

Accelerated

Rewards and Recognition
Self Managed Behavior
School Incentives

A2E Recommendation
Office Managed Behavior

A2S / Parent Conference Removal
Office Managed Behavior

Category I Offenses:
- Trespassing
- Disorderly Conduct
- Inappropriate Communication
- Gambling
- Cheating

Category II Offenses:
- Out of Bounds
- Tardy to Class
- Disobedience
- Inappropriate
- Communication
- False Identification

Multiple Offenses:
- General patterns of these behaviors may result in recommendation for IAT process, behavioral interventions, or higher level discipline consequences.

Arrival / Dismissal:
- Listen and follow adult direction
- Enter building through designated areas
- Report directly to assigned area
- Walk to and from bus and car simply and carefully
- Shared Spaces:
  - Food is kept to cafeteria during designated times
  - Clean up after self, report to
  - Lunch at designated time
  - Use shared space to be anywhere within the building, adhere to
dress code at all times.

Leaders:
- Visit locker at the beginning of day, lunch, and end of day
- Be respectful of everyone's space
- Use assigned locker only
- Keep locker locked with approved lock

Main Office:
- Use quiet voice
- Leave area
- Listeners: responsible for own behaviors
- Respect school property
- Be eager to learn
- Inform adult of problems or need of assistance
- Complete all assignments
- Be quiet in hallway
- Avoid disrupting others
- Retain from being in
- Hallway during 10-16 rule
- Plan ahead for all classes
- Only remain on campus before or after school
- Staff supervision
- Remove headphones
- Use quiet voice
- Use school supplies appropriately

Increased Rewards
Self Managed Behavior
Team Incentives

- Work collaboratively with others
- Stop and think before you speak
- Play your part to clean
- Up shared spaces
- Even when you're not
- Responsible for the mess
- Solve directions with a positive attitude
- Participate appropriately during school related events (appliance, quiet during performances and speakers, etc.)
- Use conflict management skills to
- Deescalate conflict between peers (when safe to do so)
- Actively participate in learning by setting an
- Enthusiastic example for peers
- Go above and beyond the call of duty
- Represent leadership in your daily activities within the school building
- Encourage parent involvement
- Participate in extracurricular activities
- Make all plans with family and/or guardians
- Prior to arriving to school
- Advocate for your own
- Education
- Represent West High
### Category Continuum

<table>
<thead>
<tr>
<th>Pre-Discipline</th>
<th>Classroom Consequence</th>
<th>Team Consequence</th>
<th>Office Referral</th>
<th>Office Managed Discipline</th>
<th>Transition to &quot;Behaved&quot;</th>
</tr>
</thead>
</table>
| **Teacher assigned classroom consequence for the same (or similar) behavior represented in "Pre-Discipline" category.** | **Student engaged in one or more of the listed behaviors:**  
- Out of Bounds  
- Out of Location  
- Tardy to Class  
- Disobedience  
- Disruptive Behavior  
- Inappropriate  
- Communication  
- False Identification  
- Gambling  
- Cheating | **Team Leader assigned team consequence and logged it in PS.** | **AP or Principal assigns one of the following discipline actions while considering Team Leader and teacher recommendation:**  
- 1 day of ALC  
- Administrative Detention  
- Thursday Night School  
- Parent Conference Removal  
- Admin/Student Conference  
- Behavior Contract  
- Referral to Student Services  
- Restitution | **Admin logs discipline in PS. Admin contacts parent. Admin copes PS log of discipline to team of teachers and sends it in an email within 24 hours.** | **Student served 1 day in ALC:**  
ALC Teacher must complete appropriate Behavior Plan with student before they return to classes the next school day.  
**Student served Thursday Night School:**  
Administrator (or teacher designee) completes appropriate Behavior Plan with student as exit ticket from TNS and emails copies of google forms to the students' Team Leader.  
**Student served Parent Conference Removal:**  
Upon returning to school after removal, student should report to ALC to complete appropriate Behavior Plan which serves as students' admission to their first bell class. |

**Suggested Classroom Consequences:**  
- Sear change, teacher-student conference, parent phone call, refocus / reflection activity, additional classroom job, referral to Team Leader (depending on team discipline policy)
Category II Response Steps

- Trespassing
- Tobacco / Smoking
- Fighting
- Gang Activity
- Violent Disorder
- Conduct
- Bullying
- Fireworks
- Depictions of Prohibited Conduct
- Harassment / Intimidation / Sexting

Students Removed by Security:
- Students will write a statement with security in AP office, ALC, or other secured location.
- Security will collect form and give it to AP.

Student Witnesses:
- Teacher or Team Lead will collect written statements from witnesses and send them electronically to AP.

Teacher Statement:
- Teacher will email statement of event to AP immediately and CC Team Leader.

If further investigation is required:
- AP will employ security to collect further statements and assist with further investigation.
- AP will notify Team Leader via phone or quickest method of communication that further investigation is required.

If no further investigation is required:
- AP will assign appropriate discipline to student and contact parent and arrange secure exit from the building (when necessary).

Event

Security

Collect Statements

AP / Student Meeting

Admin. Discipline Assigned

Logging and Communication

Teacher or staff member should call via phone or emergency button to request security assistance immediately.

All adults in immediate area should secure safety of other students in area.

Once removed from class the AP will review statements and speak with the student.

AP will contact parent.

AP will determine appropriate discipline if all necessary statements are collected and no further investigation is required.

Once discipline has been assigned:
- AP will log the discipline in PowerSchool.
- AP will copy PowerSchool discipline decision and log to students’ entire team of teachers by end of school day.
DISTRICT STUDENT CODE OF CONDUCT

Students must follow the Districtwide Code of Conduct before, during and after school. The Code of Conduct is in effect inside school buildings, on school grounds and at school-related activities. Students also must follow these rules on the yellow buses, vans, or Metro buses that bring them to school, take them home and transport them to school-related activities. Please refer to the Student Code of Conduct from the Board of Education for definitions of terms. The Categories and Offense descriptions are listed below

NOTES:
1. A parent conference involving an administrator, the teacher(s), the team, and/or the student may be required before the student returns to school or classes following a disciplinary action.
2. The actual length of a suspension/expulsion is subject to administrative discretion based upon the severity of the offense and the individual student’s pattern of behavior.
3. A student may be recommended for expulsion for chronic, and/or aggravated Category I or Category II offenses.

Category I Offenses

Out of Bounds

Students must stay in designated areas of the school building to which they are enrolled or have been assigned. Students must attend assigned classes and not skip - i.e., not going to an assigned classroom during school hours.

Disobedience

Students are expected to do what school adults tell them to do. School adults include administrators, teachers, paraprofessionals, secretaries, security personnel, custodians, bus drivers, lunchroom workers and school volunteers. Students must not argue with adults. Students are expected to follow all CPS health and safety guidelines.

Students are not expected to obey any directives by an adult that would cause the students harm or are of a sexual nature. A student who feels uncomfortable with an adult’s directive should report the incident to a trusted adult, such as a parent or principal.

Disruptive Behavior

Students are expected to follow school wide behavioral expectations and abide by classroom rules, routines and procedures.

Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student’s behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.

Inappropriate Communication

Students are expected to speak respectfully to others. Examples of inappropriate communication include put-downs, or making fun of or negatively talking about a person or their family. This includes written, electronic and verbal communication.
False Identification

Students are expected to be honest.

Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own.

Gambling

Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity for educational purposes.

Electronic Communication Devices

Electronic communication devices brought to school may be used only in accordance with district and school policies.

Cheating

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal-, state- or district-mandated tests. Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet. This includes any violation of the CPS Student Testing Code of Conduct, which may result in disciplinary action and an invalidation of test scores.

Category II Offenses

Present without Authorization

Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a school building other than their own.

Students must not return to any school while assigned to the Alternative programs, or under expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person. During alternative placement, students may not go to any school, or school activity, other than to the school to which they are assigned, except with specific permission and supervision as described in this paragraph.

Leaving without Authorization

Students must not leave school property during the school day without the authorization of a building administrator or being escorted by a parent/caregiver or emergency contact person.

Tobacco/Smoking

Students are expected to protect their own health and safety, and the health and safety of others. Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia including e-cigarettes or vaping device.
Fighting

Conflicts must be resolved peacefully. Students must not physically fight with another person. Fighting is defined as hitting, pushing, shoving, tripping and other physical acts. Self-defense will be considered in the investigation. During the investigation, the administrator or designee will consider whether physical contact could have been avoided.

Profanity or Obscenity

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

Stealing or Possession of Stolen Property

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.

Gang Activity

Students should associate with peers and adults who engage in safe, respectful and responsible behavior. Students must not participate in gang activity. Gangs are defined as groups of two or more students and/or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school district’s educational mission.

Gang activities include:

A. Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
B. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.
C. Engaging in activity or discussion promoting gangs by two or more persons.
D. Recruiting students for gangs or anti-social behavior.

Disorderly Conduct

Students must solve problems peacefully. Violence and threats of violence disrupt the learning process. Students must not use violence, or threats of violence, force or bodily harm, against staff, students or property.

Damaging/Destruction of Property

Students must be respectful and take care of school property. Students must not damage, break, destroy or misuse school property or anything that belongs to someone else. Examples of this behavior include writing in school textbooks or library books; ruining bulletin boards; damaging desks or computer equipment such as laptops, tablets and e-readers, including installing or downloading unauthorized/malicious software; intentionally clogging the plumbing system; breaking light bulbs or fixtures; or spray-painting surfaces.
**Fireworks**

Students must obey the law regarding fireworks. Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

**Sexual Misconduct**

Student must respect themselves and the privacy of others. Students must not act or behave in an unacceptable way by touching or making reference to, verbally, electronically or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature.

**Bullying — Harassment — Intimidation**

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability, sexual orientation, or gender identity or expression. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Bullying, harassment or intimidation means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel; and the behavior both:

A. Causes mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and

B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students/school personnel.

CPS' Board policy No. 5517.01, Bullying And Other Forms Of Aggressive Behavior

**Depictions of Prohibited Conduct**

Students must not make, produce or distribute videos, images, sound recording or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, Snapchat or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal's designee. Reproduction and distribution of these items will result in disciplinary action.

**Counterfeit Currency or Documents**

Students may use only real United States currency (money). Students cannot use school property or equipment to create, or attempt to create, counterfeit currency or documents. Students must not knowingly possess counterfeit currency.

**Category III Offenses**

**Alcohol and Drugs**

Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia.
Students are permitted to bring prescribed or over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor and school administrator or administrator’s designee. Prescribed or over-the-counter medication is for the student’s use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school.

In grades 7-12, with parent's and administrator's permission, a student may keep over-the-counter medication in a secure location and access that medication, if needed, through an administrator’s designee. The medication is to be in the original labeled container with the protective seal intact and stored in a secure location supervised by a staff member (except as provided by student's Health Plan, 504 or IEP.

**Physical Assault**

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Physical assault is considered unprovoked hitting, kicking, shoving, spitting or otherwise causing physical pain or harm to another, except if all involved are engaged in a fight. This includes student-to-student assaults and student-to-staff assaults.

**Serious Bodily Injury**

Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or bodily capability.

**Dangerous Weapons**

Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include but are not limited to:

- **A. Knives** — Students must not possess, handle, transmit, conceal or use knives. Students violating the prohibition against knives may be assigned to an Alternative to Expulsion (A2E) program for up to one year.
  
  NOTE: State law gives the Superintendent the option to expel a student for up to one calendar year for bringing a knife onto school property, into a school vehicle, or to a school-sponsored event.
- **B. Defensive Weapons** — Students must not possess chemical Mace, pepper gas or like substances; or stun guns/tasers.
- **C. Other Items** — Students must not possess items such as razors, box cutters, hammers, baseball bats, chains, tattoo paraphernalia, bullets or any other items that can be considered a weapon or can be used as a weapon. School supplies (i.e., compass, scissors, pens, etc.) must not be used as weapons.

**Firearms**

Students must not possess, handle or transmit, conceal or use firearms. Students violating the firearms prohibition must be expelled in accordance with State and Federal laws (e.g., educated in a placement other than the school of attendance) for one calendar year.

Firearms are any weapon (including starter guns) that will, or are designed to or may readily be converted to, expel a projectile by explosion (gunpowder) including the frame or receiver of any weapon and any firearm mufflers or silencers or any destructive devices (as defined in 18 USCA Section 921), which include any explosives, incendiary or poisonous gas bombs, grenades, rockets having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than four ounces, mines or devices similar to any of the devices described above.
NOTE: Federal law requires the Superintendent to expel a student for one calendar year if the student brings a gun onto school property, into a school vehicle, or to a school-sponsored event.

Firearm Look-Alikes

Students must not possess, transmit or conceal any item that resembles a firearm. Firearm look-alikes can propel an object or substance with force by spring load or air pressure (i.e., toy guns, cap guns, BB guns, pellet guns).

False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System

Students must obey laws regarding fire safety. Students must not set off fire alarms at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.

Students must not make bomb threats, or threats of any kind, either verbal or written including over social media, against any school building.

Sexual Assault

Students must protect the safety, and respect the rights of others. Students must not sexually attack nor sexually abuse another person.

Sexting

Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging.

Stealing by Force or Threat

Students must not take another person's property. Students must not take or attempt to take from another person any property by force or threat of force.

Extortion

Students must accept "no" for an answer when making a request of another person.

Extortion means getting money or a promise by using threat or force. Students must not make people do anything they do not want to do by using threat or force.

Starting a Fire

Students must protect the safety of themselves and others. Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off, attempt to set off, or possess any type of explosive device.

Breaking and Entering

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.
PARENTAL INVOLVEMENT

We believe that appropriate student behavior is the shared responsibility of home and school. Teachers and administrators will contact parents if their child’s behavior becomes disruptive to the educational process or disrespectful to others. Parent conferences will be scheduled if necessary to develop a plan to improve student behavior.

Parents can monitor PowerSchool to keep up with behaviors, academics, and attendance. Contact the main office at 363-8900 for login information or go to https://powerschool.cps-k12.org.

ZERO TOLERANCE POLICY

The school and district have adopted a Zero Tolerance Policy toward gang activity, bullying and school violence (verbal or physical). Students need to be proactive when they witness any kind of bullying. Always alert an adult when you see someone being bullied.

BULLYING, HARASSMENT AND INTIMIDATION

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on gender identity, gender expression, religious beliefs, nationality, race, assigned sex, disability or sexual/romantic orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Bullying, harassment, intimidation or sexting means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel; and the behavior both:

A. Causes mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and

B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students/school personnel.

WESTERN HILLS BULLYING PROCEDURE

Step 1 – Report to Adult – parent or any staff member.
Step 2 – Adult reports to grade level administrator
Step 3 – Report is investigated – Witness statements collected
Step 4 – Based on Investigation:
   A. Mediation – if mediation is successful, reteach student expectations
   B. If not successful, Parent Conference and/or
   C. Referral to School Based Agency – Lighthouse/GRAD Cincinnati
   D. Consequences assigned according to the Student Code of Conduct

CYBERBULLYING

Cyberbullying is bullying that takes place using electronic technology, which includes devices and equipment such as cellphones, computers and tablets as well as communication tools including social media sites, text messages, chat and websites. Examples of cyberbullying include posting slurs on websites where students congregate or on web logs (personal online journals or diaries); sending abusive or threatening instant messages; using camera phones to take embarrassing
photographs of students and posting them online; using websites to circulate gossip and rumors to other students; and excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

Cincinnati Public Schools Board Policy 5517.01 states that bullying, harassment and intimidation of any student, by any means, by any student or school personnel, on school property, at a school-sponsored event or on school-provided transportation, is strictly prohibited. Disciplinary action, including the possibility for suspension or expulsion, will be taken against any student found responsible for harassment, intimidation or bullying.

DETENTION/TEAM DETENTION
Students may be required to report at lunch or beyond the school day. They may be given to students for minor conduct infractions. Not serving detentions can result in rescheduling the original detention or more severe consequences.

THURSDAY NIGHT SCHOOL
Administration can assign a student to Thursday Night School for infractions of the Student Code of Conduct or School policies. Thursday Night School will be held from 3:10 to 4:00 pm. Students must report on time. Students who do not serve their Thursday Night School will be given one day of ALC.

TARDY TO CLASS/ MUSTANG SWEEPS
When a student is tardy to class it distracts their academic progress and the progress of others. Students are expected to be in class prior to the late bell ringing. Each student has 4 minutes to travel to their next class so going to the restroom, talking to friends, and going to lockers should be kept to a minimum.

When the bell rings a Mustang Sweep may be initiated. When a Mustang Sweep is started teachers will close and lock their doors and not let students in without a pass. Students that are in the hallway after the bell rings will be “swept” up and taken to a designated area to receive a late pass.

The Mustang Sweep is a progressive measure to encourage students to arrive to class on time. Consequences will increase each time a student is late to class multiple times. The consequences are as follows:

1st Tardy: Verbal Warning
2nd Tardy: Team Detention
3rd Tardy: Thursday Night School
4th Tardy: ALC Time
5th Tardy: A warning letter is sent home
6th Tardy: Teacher/Team conference with student

TARDINESS TO SCHOOL
Students are expected to report to school by 8 a.m. and to class prior to the ringing of the tardy bell at 8:12 a.m. Unexcused or excessive tardiness to school will result in staff intervention.

- Tardy students must enter the building via the Western Hills University High School designated entrance and report to the tardy table or attendance office. Students with excessive tardiness may be referred to the social worker.
- Any student who is late (after 8:50) to school must bring a note from a parent/guardian to be given an excused tardy. Without a note, students will be marked as unexcused tardy and can be given time in the Alternative Learning Center (ALC).
Any student who is tardy to school before 8:50 am will follow the following progression of consequences after the fifth tardy:

1. Team DT
2. Thursday Night School
3. Half day in the Alternative Learning Center (ALC)
4. 1 Day in the Alternative Learning Center (ALC)
5. Parent Conference Removal

REFOCUS
A teacher may assign a student to ‘Refocus’ for minor infractions. The purpose of the ‘Refocus’ is to reduce the tension of a situation so that an appropriate consequence may be issued aimed at changing student behavior.

ALTERNATIVE LEARNING CENTER (ALC)
Students who disrupt class or violate school rules may be assigned to the ALC. Students assigned to the ALC for discipline reasons must be in school uniform when serving ALC and have all materials for classes.

REMOVAL
Students who disrupt class or violate school rules may be prohibited from attending school until a parent conference is held. A student can be placed on parent conference removal by his/her grade level administrator. Students cannot attend school until parent conference has been held with the grade level administrator.

FIGHTING
Student fighting will not be tolerated. Any student that is involved in a fight may be referred to A2S or Recommended for Expulsion. Chronic offenses may result in a recommendation for Expulsion. Students may be required to attend the school sponsored Re-entry Conference upon their return.

EXTRACURRICULAR PARTICIPATION
Students who are suspended/expelled or placed at the A2S or A2E site are not eligible to participate in any extracurricular activities for the duration of the suspension or expulsion.

A2S/A2E ACADEMIC CREDIT
Students assigned to the Alternative to Suspension or Alternative to Expulsion (A2S/A2E) will receive assignments for academic credit that transfers back to their classes. Students must attend A2S/A2E for credit to be granted.
SCHOOL BATTLE SONG

Fight, fight, fight’s our battle song,
We’ll fight, fight, and fight, as we go on,
We’ll fight, fight, fight with all our main and might
For West High on the hill.
We’re here to fight right with our team,
We’ll fight, fight for Maroon and Cream
West High, Best High, West High,
For dear old West High on the hill.

SCHOOL ALMA MATER

Enthroned high on lofty hills, enshrined in sunset hues
Reigns Western Hills, a queen beloved, the sight our vision thrills.
Oh, lovely thou of stately mien, Fair source of every art
With tongue, with pen, with mind, with heart
We’ll honor thee, oh queen

(Chorus)
Fair Western Hills, dear Western Hills, long may thy power be strong
O’er home, o’er hearts, o’er minds, o’er souls for light,
For truth, ‘gainst wrong.
Fair Western Hills, dear Western Hills, I make this pledge to thee
With all my might to strive for light that truth may make men free.
**EXPECTATIONS AND NORMS**

- **“Be Prepared”**
  - Establish a quiet space and join the synchronous meeting a couple minutes early.
  - Turn off microphone upon joining.
  - Unmute/turn on microphone to speak.
  - When selected to speak, unmute yourself and speak. Say, “Pass” if you wish to pass.

- **“Be On Time”**
  - Join all synchronous meetings 2-3 minutes before the start time.
  - Roles (see example chart below) for synchronous meetings are given 3-5 minutes before the start time of the meeting unless previously assigned.

- **“Be Respectful”**
  - Actively listen to the speaker (adult or student). Limit comments to the topic.
  - Use the Chat feature (visible for all) to comment/ask/answer questions.
  - The typed Chat must be sensitive to class and topic only.
  - Questions unrelated to the topic must be directed to your teach via email or Schoology.
  - Consume all food prior to synchronous learning; water is welcomed.

- **“Be Responsible”**
  - We shall conduct ourselves in accordance with the CPS and Western Hills Student Code of Conduct.
  - Be “camera ready”!
  - Dress attire- may have positive messages, shall not be derogatory/violent.
  - Maintain appropriate verbal and nonverbal communication on all platforms.
  - During synchronous learning, I engage in instruction and avoid unrelated tasks.
  - We shall use courtesy when assigned jobs/roles for synchronous learning.
Western Hills University High School

2020-21 HIGH SCHOOL STUDENT HANDBOOK

STUDENT NAME_________________________  GRADE__________

SIGNATURES BELOW INDICATE THAT WE HAVE RECEIVED A COPY, READ AND DISCUSSED THE 2020-21 STUDENT HANDBOOK FOR THE WESTERN HILLS UNIVERSITY HIGH SCHOOL.

STUDENT SIGNATURE__________________________________________

PARENT SIGNATURE________________________________________DATE________________________

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Dear Parent or Guardian,

During the upcoming school year, our school and district may want to document the activities happening in our school by taking pictures and videos that may feature your child. These photos and videos may be used on our district and school websites, and on social media accounts (including Facebook, Twitter and Instagram), and may also be featured by local news media.

Please let us know if it is okay to showcase your child in positive news and social media coverage.

Please fill out the bottom of this letter by checking the appropriate box, signing your name and dating the form. Then return this form to the school’s office as soon as possible. If you have questions concerning this request, please contact me.

Sincerely,

Dr. Carlos Blair
Western Hills University High School

____________________________________________________________________________________

Photo Permission Form

Parent Response Section

____________________________________________________________________________________

Student’s Name (Please print)    School    Homeroom

Please check one of the following:

□ YES. I give my permission for my child’s photograph, video image or voice recording to be taken during the 2019-20 school year for publishing or broadcasting in news coverage, media events and/or district-approved publications and websites approved by the Office of Communications and Engagement. This permission for the 2019-20 school year is irrevocable. A new form must be completed for each school year.

□ NO. I do not want my child photographed, videotaped or voice recorded during the 2019-20 school year.

__________________________________________
Parent / Guardian Name - Please Print

____________________________________  __________________________
Parent / Guardian Signature                 Date